

2008 TOPICAL MEETINGS
DRAFT ACTION MATRIX

WORKER HEALTH AND SAFETY ACTION CATEGORIES	WORKER SAFETY AND HEALTH TRAINING [04-30-08]	851 IMPLEMENTATION [07-17-08]	FWP/CAIRS/CENTRAL WORKER DATA TRACKING [09-16-08]	STRATEGIC INITIATIVES/AGING WORKFORCE [11-06-08]
BASELINING NEEDS AND GAPS / STANDARDIZATION OF REQUIREMENTS	<ul style="list-style-type: none">• Baseline training needs/gaps:<ul style="list-style-type: none">- Submit union training catalogs [<i>Unions</i>]- Identify training gaps [<i>Unions</i>]- Identify training modalities to audience [<i>Unions</i>]• Define minimum training standards/requirement (851 as a guiding basis) [<i>HSS</i>]<ul style="list-style-type: none">- Baseline training requirements [<i>NIEHS/HS-10, NTC, HS-20</i>]- Baseline DOE training activities [<i>HS-10, NTC, HS-30</i>]• Analytical basis to support training needs and outcomes:<ul style="list-style-type: none">- Provide safety & health data/statistics to support training needs and positive outcomes [<i>Unions</i>]• Unions requested further discussion with HSS to establish minimum standards to qualify and prequalify contract workers that may enter DOE sites based on safety, training, technical competency qualifications. [<i>HSS/Unions</i>]<ul style="list-style-type: none">- Establish criteria for basic training requirements (e.g., 10 hour OSHA) from which reciprocity across DOE sites can be defined [<i>HSS</i>]- Define pre-requisites for DOE site access [<i>HSS</i>]	<p>Utilize existing training vehicles to provide a baseline for 851/worker health and safety training.</p> <ul style="list-style-type: none">- HSS and NIEHS to develop a cooperative agreement. [<i>HSS/NIEHS</i>]- Identify available 851 training and specific gaps/issues. [<i>Unions/NIEHS/HSS</i>]- Provide discrete examples of viable training refused by the contractor [<i>Unions</i>]- Other related tasks capture in the April 30th HSS/Union Training Meeting- Ensure uniformity in 851 implementation contractor-to-contractor and site-to-site DOE wide through Communities of Practice and add to current enforcement and oversight actions of 851 implementation [<i>HSS</i>]- Create a focused DOE/HSS Champion for worker health and safety to include 851 implementation [<i>HSS</i>]	<p>Central Worker Data Tracking</p> <ul style="list-style-type: none">- Training Action: Identify base requirements (and standardize site-to-site)-- Identify DOE mandatory training requirements (i.e., OSHA 10) [<i>DOE HSS/NIEHS</i>] <p>Former Worker Program</p> <ul style="list-style-type: none">- Develop and standardize outreach training related to former worker programs site-to-site	<p>Training Portability</p> <ul style="list-style-type: none">- Assess training portability to respond to mobile workforce [<i>Unions/NIEHS</i>] <p>Collectively work to ensure implementation of health and safety programs (851 Rule) within and among DOE site contractors to eliminate/minimize inconsistent requirements among M&I, M&O, LLC and SBA contractors/subcontractors.</p> <ul style="list-style-type: none">- Ensure health and safety plans are in place and flow-down among all contractors/subcontractors through oversight, communications, awareness and education.<ul style="list-style-type: none">-- Institute a consolidated Service Center for Health and Safety. [<i>HSS</i>]-- Senior Management and DOE contractor communications: 851 Rule affirmation through HSS correspondence to all DOE contractors [<i>HSS-Glenn Podonsky – sent 11/05/08</i>]; communicate and solicit support through meetings with DOE Under Secretaries. [<i>HSS-Glenn Podonsky</i>]- Collectively work to develop a common safety culture and worker portability through site-wide standardized worker health and safety training. [<i>HSS/Unions/NIEHS/HAMMER</i>]- Collectively investigate demographics and retirement issues associated with laborers and assess improvements.<ul style="list-style-type: none">- HSS will expand its current site communications efforts to ensure implementation of 851 Rule provisions for medical personnel at DOE sites to identify/mitigate illness and injury. [<i>HS-10/HS-40</i>]- Identify improvements to, and inconsistencies in, existing policies that do not address issues associated with reasonable accommodation among an aging workforce. Focus on trades (protective force, fire fighters, emergency responders) with fitness for duty requirements/requiring physical stamina, and for which there is no reasonable accommodation due to the nature of the job.- Identify change agents and pursue standardization of retirement policies that are consistent Site-wide and consistent with industry standards.
	<div><div>- Define prerequisite for DOE site access</div><div>- Decide training requirements to meet those</div><div>- Provide safety & health data/statistics to support training needs and gaps</div></div>	<div><div>- Same as Training Meeting Actions with added emphasis on 851</div><div>- Create DOE/HSS worker health and safety champion</div><div>- Establish NIEHS/DOE HSS MOU</div></div>	<div><div>- Same as Training Meeting Actions – identify DOE mandatory requirements</div><div>- Standardize Former Worker Program outreach training and vehicles for communication</div></div>	<div><div>- Same as Training Meeting Actions w/emphasis on contractor/subcontractor standardization of requirements</div><div>- Same as 851 Meeting Actions - Institute a consolidated Service Center for Health and Safety</div><div>- Identify change agents and pursue standardization of retirement policies that are consistent Site-wide and consistent with industry</div></div>

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COLLABORATIVE PROCESSES AND TOOLS RELATED TO WORKER HEALTH AND SAFETY IMPROVEMENT ACTIVITIES	<p>List of physical (training facilities) and intellectual (available trainers) training assets already available through the unions. [Unions]</p> <p>- Specialty training: Identify existing DOE/Union specialty/broader-based training programs (beyond craft specific) and benchmark developers and deliverers [NTC, HS- 10, /Unions]</p> <p>National Training Center will actively coordinate with other HSS offices such as HS-10, HS-20 and HS-30, as well as, HAMMER, National Institute for Environmental Sciences (NIEHS) and others who have a training interface with HSS at large to collaboratively scope their new role to address specific areas of contractor and worker safety training program development and implementation</p>	<p>Develop collaborative process and tools with regard to worker health and safety and related programs and activities.</p> <p>- Discuss the establishment of an 851 health and safety rollout and implementation committee to include DOE, HSS, labor union (worker), union stakeholder and contractor representation [Union leads/HSS]</p> <p>- Utilize collaboration tools, share worker health and safety data collection and analyze aggregate data [HS-30]</p> <p>- Create and utilize “open” collaboration tool for feedback relative to improving health, safety and security in operations; tie input to Communities of Practice. [HSS]</p>	<p>Coordinate, increase and improve individual and combined outreach efforts with regard to Former Worker and the Energy Employees Occupational Illness Compensation Programs among DOE/DOL/FWP Principal Investigators</p> <p>- DOE HQ to assist in worker roster access efforts</p> <p>- Develop a path forward for Sites to assist in getting worker records through DOE Headquarters leadership and direction [DOE HSS]</p> <p>- Improve record retention with regard to worker contact information [Unions]</p> <p>- Collective feedback among FWP stakeholders [DOE HSS/DOL/Unions]</p> <p>-- Identify and share: improvements, issues/barriers to outreach efforts, demographically aligned communications strategies, integrative feedback point</p> <p>- Improve integration/coordination of efforts/activities among DOL, DOE and Former Worker Program Principal Investigators [FWP PI]</p> <p>-- DOL traveling resource center town hall meetings posted 6 months in advance to enable tie-in of DOE/FWP and expanded communications to workers [DOL]</p> <p>-- Develop utility of an integrating repository such as the HSS Public Outreach Website</p> <p>-- DOL to be invited to participate in bi-annual FWP PI meetings [HSS]</p> <p>-- Identify and engage former worker advocacy group in collaborative [HSS/DOL/FWP PI] efforts/initiatives</p> <p>-- Improved communications to engage local medical communities and physicians to participate</p> <p>- Develop synergy between FWP and EEIOCPA initiatives, as well as, differentiation</p> <p>-- Educate manager/worker populations with regard to Program differentiation and application to include DOE site managers [DOE/DOL/FWP PI]</p> <p>-- Improve understanding and differentiation of Worker Dose Reconstruction (conducted by NIOSH)</p> <p>- Educate and engage local physicians, communities, and related health resources</p> <p>Central Worker Data Tracking: Further investigation and discussion of system development and implementation</p>	<p>Coordinate, increase and improve individual and combined efforts to recruit and sustain a skilled workforce.</p> <p>- Improve integration/coordination of efforts/activities among the unions to identify, communicate, improve and/or develop programs to support succession planning</p> <p>-- Investigate active model apprenticeship & journeyman programs [i.e., Oak Ridge, Hanford] and collectively work to improve existing, and/or develop, programs to mirror successful/model programs. [Unions/DOE Stakeholders]</p> <p>-- Collectively work to develop and align recruitment and training programs to a younger workforce. [HSS/EFCOG/Unions]</p> <p>-- Identify ways to improve education and communication in marketing efforts</p> <p>-- Investigate benefits (e.g., medical) to encourage career interest</p> <p>-- Collectively work to invigorate and engage the support of industry, State, Local and Federal organizations/agencies through incorporating expectations for succession planning through standards and requirements. [HSS/Unions]</p> <p>-- Collectively work to develop/enhance worker retention plans and programs to maintain and/or transfer institutional knowledge of trades/crafts. [Unions]</p> <p>-- Identify representatives to attend February 17-18, 2009 National Academy of Science Conference on Aging Workforce. [Unions/NIEHS/HSS]</p> <p>Invigorate corporate sustainability through outreach and collaboration.</p> <p>- Educate and collaborate through Visiting Speaker Program [HSS]</p> <p>-- Panel discussion/presentation focusing on the status of and future challenges to strengthening the U.S. industrial base [HSS/Labor/Industry/Academia/Federal Agencies]</p>
	<div>DOE stakeholder training organizations, Unions, NTC and HSS Offices to:<ul style="list-style-type: none">- benchmark existing specialty/broad-based training- scope NTC new role to address training gaps along with support from NIEHS</div>	<div><ul style="list-style-type: none">- Same as Training Action to establish DOE/HSS health & safety champion w/focus on 851 implementation [851 Committee]- HSS to share worker health & safety data collections and analysis- Implement multi-use collaboration tool- Invigorate outreach and collaboration initiatives</div>	<div><ul style="list-style-type: none">- Expand outreach to former workers through a coordinating committee<ul style="list-style-type: none">-- Address worker roster access; improved record retention- Expand coordination/integration of FWP/EEIOCPA activities within and among HSS/DOL/FWP PI- Investigate central worker data tracking System development/implementation</div>	<div><ul style="list-style-type: none">- Collectively work to develop and implement succession plans:<ul style="list-style-type: none">-- model apprenticeship programs-- recruitment and training programs-- transfer of institutional knowledge- Invigorate outreach and collaboration initiatives</div>

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DATA ANALYSIS	<div><ul style="list-style-type: none">• Oversight action to verify consistent training implementation [HSS]<ul style="list-style-type: none">- Provide examples of specific training requirement/implementation inconsistencies creating concern (e.g., collocated workers) [Unions]- Provide DOE-wide analytic safety performance information; HSS as a forcing mechanism through its analysis function [HS-30]- Quantify reliability – target modernizations, analyze impacts of infrastructure beyond design life to crafts’ expert based intellectual property [HSS/Unions]- HSS to follow-on with an analysis of cost vs. liability development of a business model to better account for cost vs. liability. [HS-30]- DOE to share complex wide analytic results.[HS-30]- Instill worker involvement ethos through analysis function - expand lessons learned to/from workers [HS-30/Unions]</div> <div><ul style="list-style-type: none">- DOE-wide safety performance analysis to target training needs with focus on specialty/broader based training needs and inconsistencies in implementation- Develop business model to account for cost vs. liability</div>	<div><p>Identify worker awareness, training and involvement in implementation with regard to 851 at DOE sites.</p><ul style="list-style-type: none">- Follow-up to USW survey. Expand survey to include all unions at DOE sites [Unions]- Create a direct survey from DOE to include contractors, managers, safety professionals and workers [HSS]- Compare data and parse against populations of personnel (e.g., worker, M&O, safety professional, etc.) [HSS/Unions]<p>Identify correlations of DOE evaluations to 851.</p><ul style="list-style-type: none">- Identify correlation of DOE VPP status to appropriate 851 implementation [HS-10/30]<p>851 Data Analysis.</p><ul style="list-style-type: none">- Utilize collaboration tools, share worker health and safety data collection and analyze aggregate data [HS-30]</div> <div><ul style="list-style-type: none">- Conduct 851 awareness and implementation gap analysis DOE wide- Analyze and share aggregate data- Identify correlation of DOE VPP to 851 implementation – see September 16 actions</div>	<div><p>CAIRS Reporting</p><ul style="list-style-type: none">- Provide appropriate access to CAIRS and ORPS data [DOE HSS], which will be made available to interested unions for the purposes of identifying trends in injury/illness that could potentially be used to target training efforts and/or other interventions.- Identify how the data is being used [Unions]- Address barriers to reporting [e.g., correlation of worker’s comp to CAIRS reporting]<p>Central Worker Data Tracking</p><ul style="list-style-type: none">- Develop a crosswalk of 851, ISM and VPP to better understand how these initiatives align or overlap with respect to training requirements, programs and policies [DOEHSS/NIEHS]- Other elements for consideration<ul style="list-style-type: none">-- System development and implementation costs; and who will pay-- Investigate Lessons Learned from the Transportation Security Administration’s TWIC Worker ID Credential and DOE’s HSPD 12 worker data systems-- Mission reliability/worker safety vs Security as the incentive for creating a System Gatekeeper</div> <div><ul style="list-style-type: none">- Provide access to DOE worker health and safety data; Identify reporting barriers- Develop crosswalk of 851, ISM, VPP training requirements- Investigate central worker data tracking system development; feasibility/costs</div>	<div><p>Workforce Analysis – Health/Retirement Impacts</p><ul style="list-style-type: none">- Assess benefits program improvements impacting health and retirement needs of workers and corresponding direct and indirect cost savings- Investigate, identify and develop a wellness program model/improvement needs. Collectively work to improve and/or develop proactive wellness, fitness and prevention programs through data collections and assessments on wellness (injury and illness/prevention) and identify subsequent program improvement needs and cost savings. [HS-10 /HS-30 /NIEHS/IAFF/Unions]</div> <div><ul style="list-style-type: none">- Investigate benefits program improvements with respect to health and retirement needs of workers with emphasis on benefits for jobs with “fitness” for duty requirements- Assess wellness and prevention program improvements through injury and illness data collection analysis</div>